

Modular Training Standards

**Common Core For  
First Line Underground  
Mine Supervisor –  
Underground Soft  
Rock Mining**

Program #770131



**Common Core For  
First Line Underground  
Mine Supervisor –  
Underground Soft  
Rock Mining**

Program #770131

Printing date: July 2006

This document is the property of the trainee/  
employee named inside and represents the official  
record of his/her training.

## **COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground Soft Rock Mining**

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### **TRAINING UNITS**

**NUMBER      TITLE**

U6400      Follow Safety Program ..... 14-16

U6401      Prepare for Emergencies ..... 17-18

U6402      Follow Health and Hygiene Procedures/Guidelines ..... 19-20

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**COMPETENCY ANALYSIS PROFILE  
COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR  
ON-THE-JOB TRAINING STANDARDS  
←SKILLS→**

<b>FOLLOW SAFETY PROGRAM</b>	Demonstrate knowledge and understanding of IRS, OHSA, applicable regulations and company standards.	Identify and respond to workplace hazards of roof/back, floor, wall/ribs.	Participate in completion of accident/incident investigations and complete accident/incident report.	Conduct planned and routine inspections.	Conduct planned job/task observations.
<b>U6400.0</b>	6400.01	6400.02	6400.03	6400.04	6400.05
	Ensure employees under his/her supervision work in compliance with OHSA, applicable legislation and safety programs.				
	6400.06				
<b>PREPARE FOR EMERGENCIES</b>	Identify site specific emergency plans and procedures.	Ensure equipment and fixtures are in place and operable.	Follow reporting/communication procedures.	Review site specific emergency plans and procedures with employees as required.	
<b>U6401.0</b>	6401.01	6401.02	6401.03	6401.04	
<b>FOLLOW HEALTH AND HYGIENE PROCEDURES/ GUIDELINES</b>	Identify and respond to site specific health and hygiene hazards.	Ensure controls are in place and operable and practices are followed.	Identify reporting/communication procedures.		
<b>U6402.0</b>	6402.01	6402.02	6402.03		
<b>PRACTICE EFFECTIVE COMMUNICATION</b>	Communicate with internal and external support groups/resources.	Demonstrate operational knowledge of organizational communication systems.	Demonstrate the use of effective communication skills	Conduct crew/safety meetings, to promote safety awareness and safe behaviour	
<b>U6403.0</b>	6403.01	6403.02	6403.03	6403.04	
<b>MANAGE WORK AREA ACTIVITIES</b>	Plan and organize work.	Assign work.	Monitor/follow up on workplace activities.	Comply with equipment maintenance schedule.	Handle rock material (ore/waste).
<b>U6404.0</b>	6404.01	6404.02	6404.03	6404.04	6104.05

**AREAS OF  
COMPETENCY**

**COMPETENCY ANALYSIS PROFILE  
COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR  
ON-THE-JOB TRAINING STANDARDS  
SKILLS**

	Maintain services in work area.  6404.06				
<b>MANAGE EMPLOYEES</b>  U6405.0	Act as company representative.  6405.01	Mentor/coach employees.  6405.02	Demonstrate ability to manage conflicts.  6405.03	Demonstrate knowledge of how to apply disciplinary company guidelines/procedures.  6405.04	Evaluate worker performance.  6405.05
	Ensure employees are assigned work they are trained to perform.  6405.06	Ensure employees being trained are assigned work with people qualified to perform the work.  6405.07			
<b>READ AND FOLLOW MINE LAYOUTS AND SPECIFICATIONS</b>  U6406.0	Recognize and use standard symbols, plans, sections, line, grade and construction drawings to ensure work progresses in a safe manner.  6406.01	Use layout measuring and reference devices.  6406.02	Communicate current status of layout information to employees and others as required.  6406.03	Verify development heading is advancing according to mine layout.  6406.04	Verify blasting specifications.  6406.05
<b>IDENTIFY GEOLOGICAL FEATURES AND SUPERVISE GROUND CONTROL INSTALLATIONS</b>  U6407.0	Identify site specific mineralization (ore or waste).  6407.01	Identify site-specific geological structures.  6407.02	Identify and respond to hazards associated with Degassing, Long Hole and/or Specialty Drilling.  6407.03	Verify ground control requirements.  6407.04	Ensure ground support is installed as per specifications.  6407.05
<b>ASSESS, CONTROL AND APPLY VENTILATION SYSTEMS IN WORKPLACES</b>  U6408.0	Apply ventilation principles.  6408.01	Ensure ventilation system is operating and maintained.  6408.02	Demonstrate the ability to control and respond to airborne contaminants.  6408.03		

## **COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground Soft Rock Mining**

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### **PREFACE**

This training document was developed by the Program Development and Standards Unit of the Ministry of Training, Colleges and Universities, in consultation with representatives from the mining industry. These Training Standards are intended to be used by trainees, trainers/instructors and companies as a “blueprint” for training or as a prerequisite for government accreditation/certification. While this training document is intended as a guideline for training, all issues might not apply in all operations

The Common Core for First Line Underground Mine Supervisor- Soft Rock Mining, Program #770131 is intended for first line production/development supervisors who supervise workers in underground soft rock mining activities: including material handling, shaft, crushing, hoisting plant, backfill and construction.

To be registered in Program #770131 the trainee/worker must have:

- ▶ A current, standard level Workplace Safety and Insurance Board of Ontario (WSIB) approved, first aid certificate;
- ▶ As a minimum MTCU accreditation in the first 3 modules of the Basic Underground Soft Rock Miner Common Core accreditation, Program #770130 modules U5510, U5511 and U3126; and
- ▶ Met the requirements for competent person as defined in the OHSA legislation.

The Mining Tripartite Committee (MTC) recommends that training should be completed within 1 year from the date the employee is appointed as a first line underground mine supervisor.

To be accredited in the Common Core Program #770131, the employee must have demonstrated competency in each of the following modules:

- ▶ U6400, Follow Safety Program,
- ▶ U6401, Prepare for Emergencies,
- ▶ U6402, Follow Health and Hygiene Procedures/Guidelines,
- ▶ U6403, Practice Effective Communication,
- ▶ U6404, Manage Work Area Activities,
- ▶ U6405, Manage Employees,
- ▶ U6406, Read and Follow Mine Layouts and Specifications,
- ▶ U6407, Identify Geological Features and Supervise Ground Control Installations,
- ▶ U6408, Assess, Control and Apply Ventilation Systems in Workplaces.

## **COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground Soft Rock Mining**

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The care and maintenance of this training standard book is the joint responsibility of the trainee and the employer. The Training Standards were developed specifically for documenting the trainee's acquisition of skills. The Training Standard book is the property of the employee.

New trainees and experienced workers must obtain accreditation in the same way. Each must demonstrate the skills specified in each module. **These demonstrations must be administered in an operating underground soft rock mine by a trainer designated by the signing authority who shall follow the performance guidelines approved by the Mining Tripartite Committee (MTC).**

Note: Throughout the document the term "including" is often used. "Including": means: one or more of the items listed, but is not limited to those items included in the list.



**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
Soft Rock Mining**

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**IMPORTANT DIRECTIONS TO TRAINERS**

Trainers instructing workers in this Common Core Program must meet the Trainer Qualification and Criteria Guidelines for Common Core First Line Underground Supervisor - Underground Soft Rock Mining, Program #770131.

The Training Standards identify skills required for this occupation and its related training program.

These Training Standards have been written in concise statements which describe how well a trainee must perform each skill in order to become competent.

In using these Training Standards, trainers will be able to ensure that the trainee is developing skills detailed for the occupation.

Trainers and trainees are required to sign off and date the skills following each successful acquisition.

Employers participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement in the space provided at the end of each unit.

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**LISTING OF MINING MODULAR PROGRAMS**

- P770010 Common Core for Basic Underground Hard Rock Miner  
Speciality Modules for Underground Hard Rock Miner
- P770121 Common Core for First Line Underground Mine Supervisor
- P770130 Common Core for Basic Underground Soft Rock Miner  
Speciality Modules Program - Underground Soft Rock Miner
- P770131 Common Core for First Line Underground Mine Supervisor -  
Underground Soft Rock Mining
- P770141 Common Core for Generic First Line Supervisor - Surface Mining, Surface  
and Underground Diamond Drilling Operations, and Underground and  
Surface Mining Trades
- P770150 Common Core for Basic Underground Diamond Driller ( Helper and  
Runner Level)
- P770200 Surface Diamond Drilling
- P770210 Common Core for Surface Miner  
Specialty Modules for Surface Miner
- P770225 Common Core for Basic Underground Hard Rock Mine Service Types
- P810050 Common Core for Basic Mills Process Operations - Mineral Ore  
Speciality Modules Program for Mill Process Operators - Mineral Ore
- P810080 Common Core for Basic Smelter Operations - Mineral Ore
- P810090 Common Core for Non-Production Workers in a Smelter Operation -  
Mineral Ore

## **COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground Soft Rock Mining**

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### **COMMITTEES**

The Ministry is grateful for the co-operation and contribution of the following committees in the development and maintenance of the Common Core and Specialty Skills Modules Programs.

#### **Training Review and Development Committee**

##### **Management:**

Tim Cassidy	Canadian Gypsum Company
John Castellan	Canadian Salt Co. Ltd Ojibway Mine
Douglas D. Osborne	Canadian Salt Co. Ltd Ojibway Mine
Pierre Paquette	Sifto Salt
Steve Patrick	Canadian Gypsum Company
Earl Pennington	Sifto Salt

##### **Government:**

Al Thibert	Ministry of Labour
Michelle Foster-Chandler	Ministry of Training, Colleges and Universities

#### **Mining Tripartite Committee**

##### **Labour:**

Randi Condie, Co-Chair	United Steel Workers of America, Local 6500
Mike Fleury	United Steel Workers of America, Local 6500
Fred Gervais	United Steel Workers of America, Local 6500
James Malcolm	United Steel Workers of America, Local 9422
Arnold Sakki	CAW/Mine, Mill and Smelter Workers Union, Local 598
Glenn Staskus	CAW/Mine, Mill and Smelter Workers Union, Local 598
Jeff Wilcox	United Steel Workers of America, Local 14994

##### **Management:**

Steve Ball,	INCO Ltd
Steve Drew	Nelson Aggregate Co. (Aggregate Producers Association of Ontario)
Bill Krasnozou	Boart Longyear Inc.(Northern Safety Group)
Jamie Mortonson, Co-Chair	Porcupine Joint Venture
Doug Osborne	Canadian Salt Co. Ltd (Southern Safety Group)
Charlie Toeppner	Cementation Canada Inc. (Ontario Mine Safety Contractors Association)
Greg Warnock,	Falconbridge Ltd.

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**Resource:**

Abate W. Abate

John Blogg

Bernie Deck

Michelle Foster-Chandler

Charlie Kennedy

Lisa Heffern

Ministry of Training, Colleges and Universities

Ontario Mining Association

Ministry of Labour

Ministry of Training, Colleges and Universities

Ministry of Labour

Ministry of Training, Colleges and Universities

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**IMPORTANT DIRECTIONS TO THE TRAINEE**

Trainee

1. It is the responsibility of the trainee to inform the local Apprenticeship Client Services office regarding the following changes:
  - change of trainee name or address;
  - transfer to a new employer.
2. Training Reports must be signed for modular trainees by a Ministry of Training, Colleges and Universities designated Signing Authority and forwarded to a local Apprenticeship Client Services office.
3. At the completion of training, the Trainee Completion Form must be completed and signed off by the Signing Authority and submitted to local Apprenticeship Client Services office.

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**NOTICE/DECLARATION FOR COLLECTION OF PERSONAL INFORMATION**

1. This information is collected under the authority of the Order-In-Council Number 701/85.
2. The information is collected for the purpose of administering this modular training program within the Province of Ontario.
3. Questions regarding collection and use of this information may be directed to:

Director of Apprenticeship  
Workplace Training Branch  
Ministry of Training, Colleges and Universities  
17<sup>th</sup> Floor, Mowat Block  
900 Bay Street  
Toronto, ON M7A 1L2  
(416) 326-5605

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**TRAINEE RECORD**

Trainee Name: \_\_\_\_\_

Contract Number: \_\_\_\_\_  
(If applicable)

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**EMPLOYER INFORMATION**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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**EMPLOYER INFORMATION**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

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**EMPLOYER INFORMATION**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_



**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
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**EMPLOYER INFORMATION**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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**EMPLOYER INFORMATION**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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**TRAINEE COMPLETION FORM**

Trainee Name

\_\_\_\_\_

Print

\_\_\_\_\_

Signature

Social Insurance Number

Training Units when completed should be Signed off by Trainer/ Signing Authority on the following page and presented with this completion form to your local Apprenticeship Client Services office. Any supporting documentation should also be attached.

Employer Name:

Address:

Telephone:

Signing Authority:

\_\_\_\_\_

Signature

---

**MTCU USE ONLY:**

Recommended for Exam:

Yes ( )

No ( )

N/A ( )

\_\_\_\_\_

Signature

\_\_\_\_\_

Consultant/Office Code

**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
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**TRAINING UNIT COMPLETION FORM**

<b>TRAINING UNITS</b>	<b>TITLE</b>	<b>SIGNING AUTHORITY</b>
U6400	Follow Safety Program	_____
U6401	Prepare For Emergencies	_____
U6402	Follow Health and Hygiene Procedures/Guidelines	_____
U6403	Practice Effective Communication	_____
U6404	Manage Work Area Activities	_____
U6405	Manage Employees	_____
U6406	Read and Follow Mine Layouts and Specifications	_____
U6407	Identify Geological Features and Supervise Ground Control Installations	_____
U6408	Assess, Control and Apply Ventilation Systems in Workplaces	_____

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**U6400.0 FOLLOW SAFETY PROGRAM**

**GENERAL PERFORMANCE OBJECTIVE**

Follow safety program, by demonstrating knowledge and understanding of the Internal Responsibility System (IRS), the Occupational Health and Safety Act (OHSA), applicable regulations and company standards; identifying and responding to workplace hazards of roof/back, floor, wall/ribs; participating in completion of accident/incident investigations and completing accident/incident report; conducting planned and routine inspections; conducting planned job/task observations; and ensuring employees under his/her supervision work in compliance with mine safety program according to government legislation, company standards and manufacturer specifications.

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**PERFORMANCE OBJECTIVES**

Trainer's Name (Print)

Trainee's Name (Print)

\_\_\_\_\_

\_\_\_\_\_

**SKILLS**

**6400.01** Demonstrate knowledge and understanding of the Internal Responsibility System (IRS), the Occupational Health and Safety Act (OHSA), applicable Regulations and company standards, by applying them in the workplace.

Date Completed

Trainer's Signature

Trainee's Signature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6400.02** Identify and respond to workplace hazards of **roof/back, floor, walls/ribs**, including: ground conditions, ventilation, services, fire, tripping, open holes above/below, water, explosives and gases, by observing employees and conditions in the workplace for safe practices; guarding/isolating area; evacuating area; providing employees with personal protective equipment as required and correcting and/or reporting deficiencies according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

\_\_\_\_\_

\_\_\_\_\_

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**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
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**U6400.0 FOLLOW SAFETY PROGRAM - cont'd**

- 6400.03 Participate in completion of accident/incident investigations and complete accident/incident report, by isolating/freezing scene; notifying immediate supervisor and Joint Health and Safety Committee; interviewing witnesses; recording observations; gathering facts/statements; analysing facts; making recommendations for preventative measures; and submitting accident/incident report according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

\_\_\_\_\_

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- 6400.04 Conduct Planned and routine inspections, by visiting area to be inspected; reviewing/completing inspection checklist as required; recording findings as required; assigning responsibility for corrective action; submitting report; and doing follow up according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

\_\_\_\_\_

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- 6400.05 Conduct planned job/task observations, by informing worker(s) to be observed; following/completing job/task observation checklist; observing steps of the jobs/tasks; recording findings; reviewing findings with worker(s); correcting substandard practices/behaviour; recommending changes to procedures/equipment as required; providing feedback/recognition; submitting report; and doing follow up according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

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**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
Soft Rock Mining**

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**U6400.0 FOLLOW SAFETY PROGRAM - cont'd**

6400.06 Ensure employees under his/her supervision work in compliance with OHSA, applicable legislation and safety programs, by enforcing use of personal protective equipment/safety devices and adherence to standard operating procedures; advising employees of potential and/or actual dangers; reviewing/following drawings/maps and specifications as required according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer's Name

Employer's Signature

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\_\_\_\_\_

**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
Soft Rock Mining**

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**U6401.0      PREPARE FOR EMERGENCIES**

**GENERAL PERFORMANCE OBJECTIVE**

Prepare for emergencies, by identifying site specific emergency plans and procedures; ensuring equipment and fixtures are in place and operable; following reporting/communication procedures; and reviewing site specific emergency plans and procedures with employees as required according to government legislation, company standards and manufacturer specifications.

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**PERFORMANCE OBJECTIVES**

Trainer's Name (Print)

Trainee's Name (Print)

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**SKILLS**

- 6401.01      Identify site specific emergency plans and procedures, including: natural disasters/conditions, injuries, civil disturbances, evacuation, surface and underground fire, power outages, occurrences of noxious and/or combustible atmospheres, oxygen deficient atmospheres, inrush of water, runs of muck, falls of ground, and environmental spills, to be prepared to respond to emergency situations according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

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- 6401.02      Ensure equipment and fixtures are in place and operable, including: fire fighting equipment, fire doors, stretchers, first aid supplies, communication equipment, refuge stations/gathering areas, emergency escape ways, spills containment material, eye wash stations and showers according to government legislation and company standards.

Date Completed

Trainer's Signature

Trainee's Signature

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**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
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**U6401.0      PREPARE FOR EMERGENCIES - cont'd**

6401.03      Follow reporting/communication procedures, including: emergency warning system, shaft signals, communication systems, accounting for personnel and maintaining lines of authority, to be able to respond to emergencies according to government legislation and company standards.

Date Completed

Trainer's Signature

Trainee's Signature

\_\_\_\_\_

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6401.04      Review site-specific emergency plans and procedures with employees as required, to ensure workers know how to respond in the event of an emergency according to government legislation and company standards.

Date Completed

Trainer's Signature

Trainee's Signature

\_\_\_\_\_

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Employer's Name

Employer's Signature

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\_\_\_\_\_



**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
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**U6402.0 FOLLOW HEALTH AND HYGIENE PROCEDURES/GUIDELINES**

**GENERAL PERFORMANCE OBJECTIVE**

Follow health and hygiene procedures/guidelines, by identifying and responding to site specific health and hygiene hazards; ensuring controls are in place and operable and practices are followed; and identifying reporting/communication procedures according to government legislation, company standards and manufacturer specifications.

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**PERFORMANCE OBJECTIVES**

Trainer's Name (Print)

Trainee's Name (Print)

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**SKILLS**

- 6402.01 Identify and respond to site specific health and hygiene hazards, including: noise, vibration, radiation, heat, cold, dust, designated substances, wildlife, biological and chemical agents to promote worker health and safety according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

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\_\_\_\_\_

- 6402.02 Ensure controls are in place and operable and practices are followed, including: administrative and engineering controls, personal protective equipment/safety devices, monitoring equipment to protect worker health and safety according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

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**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
Soft Rock Mining**

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**U6402.0 FOLLOW HEALTH AND HYGIENE PROCEDURES/GUIDELINES - cont'd**

6402.03 Identify reporting/communication procedures, including: Workplace Safety and Insurance Board (WSIB) guidelines, Ministry of Labour (MOL) guidelines, to ensure occupational injuries/diseases are recorded according to government legislation and company standards.

Date Completed

Trainer's Signature

Trainee's Signature

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Employer's Name

Employer's Signature

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**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
Soft Rock Mining**

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**U6403.0 PRACTICE EFFECTIVE COMMUNICATION**

**GENERAL PERFORMANCE OBJECTIVE**

Practice effective communication, by communicating with internal and external support groups/resources; demonstrating awareness and operational knowledge of organizational communication systems; demonstrating the use of effective communication skills; and conducting crew/safety meetings according to government legislation, company standards and manufacturer specifications.

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**PERFORMANCE OBJECTIVES**

Trainer's Name (Print)

Trainee's Name (Print)

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\_\_\_\_\_

**SKILLS**

- 6403.01 Communicate with internal and external support groups/resources following the IRS system, including: management, cross shifts, other supervisors, workers, mine engineering, geology, ground control, safety and health, government agencies, training, security, maintenance, milling, contractors, human resources, environmental and administrative departments, to report and discuss workplace conditions, find solutions to problems and ensure adherence to the applicable plan.

Date Completed

Trainer's Signature

Trainee's Signature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 6403.02 Demonstrate operational knowledge of organizational communication systems, including: computers, radios, pager phones, emergency warning, central control rooms, telephones, pagers, fax machines, photocopiers and public address systems according to company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

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**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
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**U6403.0 PRACTICE EFFECTIVE COMMUNICATION - cont.'d**

6403.03 Demonstrate the use of effective communication skills, including verbal, written, listening, body language and resources to convey a clear message.

Date Completed

Trainer's Signature

Trainee's Signature

\_\_\_\_\_

\_\_\_\_\_

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6403.04 Conduct crew/safety meetings, to promote safety awareness and safe behaviour, by following meeting agenda; preparing materials; allowing for question and answer period; maintaining control of meeting; ensuring minutes are taken; and providing follow up according to government legislation and company standards.

Date Completed

Trainer's Signature

Trainee's Signature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer's Name

Employer's Signature

\_\_\_\_\_

\_\_\_\_\_

**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
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**U6404.0      MANAGE WORK AREA ACTIVITIES**

**GENERAL PERFORMANCE OBJECTIVE**

Manage work area activities, by planning, organizing and assigning work; monitoring/following up on workplace activities; complying with equipment maintenance schedule; handling rock material (ore/waste); and maintaining services in work area according to government legislation, company standards and manufacturer specifications.

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**PERFORMANCE OBJECTIVES**

Trainer's Name (Print)

Trainee's Name (Print)

\_\_\_\_\_

\_\_\_\_\_

**SKILLS**

6404.01      Plan and organize work, by obtaining mine layouts and required information from management and peers; accessing standard operating procedures; prioritizing jobs/tasks; scheduling activities; assigning jobs/tasks; allocating equipment; and ordering supplies according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6404.02      Assign work, by identifying trained/qualified and authorized employees for jobs/tasks; outlining duties and location of work to be performed; outlining location of equipment/materials; and advising employees of potential and/or actual hazards according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

\_\_\_\_\_

\_\_\_\_\_

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**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
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**U6404.0      MANAGE WORK AREA ACTIVITIES - cont.'d**

6404.03      Monitor/follow up on workplace activities, by visiting/inspecting work areas; assisting/advising employees as per work progression; and ensuring work is being performed according to government legislation, company standards and manufacturer specifications.

Date Completed	Trainer's Signature	Trainee's Signature
_____	_____	_____

6404.04      Comply with equipment maintenance schedule, by organizing work to accommodate preventative maintenance requirements according to government legislation, company standards and manufacturer specifications.

Date Completed	Trainer's Signature	Trainee's Signature
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6404.05      Handle rock material (ore/waste), by following mine production plan/schedule and/or engineering/geological plans; and ensuring drilling, blasting and mucking procedures are followed according to government legislation, company standards and manufacturer specifications.

Date Completed	Trainer's Signature	Trainee's Signature
_____	_____	_____

6404.06      Maintain services in work area, including: ventilation, environmental, water supply and drainage, electrical services and compressed air, by ensuring services are visually inspected/monitored; directing advancement of services; and correcting and/or reporting deficiencies according to government legislation, company standards and manufacturer specifications.

Date Completed	Trainer's Signature	Trainee's Signature
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	Employer's Name	Employer's Signature
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**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
Soft Rock Mining**

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**U6405.0      MANAGE EMPLOYEES**

**GENERAL PERFORMANCE OBJECTIVE**

Manage employees, by acting as company representative; mentoring/coaching employees; demonstrating ability to address conflicts; demonstrating knowledge of how to apply company guidelines/procedures; evaluating worker performance; ensuring employees are assigned work they are trained to perform; and ensuring employees being trained are assigned work with people qualified to perform the work according to government legislation, company policies, company standards and manufacturer specifications.

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**PERFORMANCE OBJECTIVES**

Trainer's Name (Print)

Trainee's Name (Print)

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**SKILLS**

6405.01      Act as company representative, by positively communicating and enforcing company policies and procedures; leading by example; holding employees accountable; fostering good employee relations; and motivating employee performance according to company policy.

Date Completed

Trainer's Signature

Trainee's Signature

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6405.02      Mentor/coach employees, by outlining expectations and how to achieve them; monitoring employee performance; and providing feedback according to company policy.

Date Completed

Trainer's Signature

Trainee's Signature

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**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
Soft Rock Mining**

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**U6405.0      MANAGE EMPLOYEES - cont'd**

6405.03      Demonstrate ability to manage conflicts, including: harassment, discrimination, aggressive behaviour, disgruntled workers, inappropriate action, in a timely manner, by ensuring employees fitness for work; completing a fact sheet and/or conducting an investigation as required; and following procedures according to government legislation and company policy.

Date Completed

Trainer's Signature

Trainee's Signature

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6405.04      Demonstrate knowledge of how to apply disciplinary company guidelines/ procedures according to company policy.

Date Completed

Trainer's Signature

Trainee's Signature

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6405.05      Evaluate worker performance, by observing worker performance/behaviour; reviewing employee information as required; and making recommendations for personnel development according to company policy.

Date Completed

Trainer's Signature

Trainee's Signature

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6405.06      Ensure employees are assigned work they are trained to perform, by confirming employee-training records as required according to government legislation and company policy.

Date Completed

Trainer's Signature

Trainee's Signature

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**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
Soft Rock Mining**

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**U6405.0      MANAGE EMPLOYEES - cont'd**

6405.07      Ensure employees being trained are assigned work with people qualified to perform the work according to government legislation and company policy.

Date Completed

Trainer's Signature

Trainee's Signature

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Employer's Name

Employer's Signature

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**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
Soft Rock Mining**

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**U6406.0 READ AND FOLLOW MINE LAYOUTS AND SPECIFICATIONS**

**GENERAL PERFORMANCE OBJECTIVE**

Read and follow mine layouts and specifications, by recognizing and using standard symbols, plans, sections, line, grade and construction drawings; using layout measuring and reference devices; communicating current status of layout information to employees and others as required; verifying development heading is advancing according to mine layout; and verifying blasting specifications according to government legislation, company standards and manufacturer specifications.

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**PERFORMANCE OBJECTIVES**

Trainer's Name (Print)

Trainee's Name (Print)

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**SKILLS**

- 6406.01 Recognize and use standard symbols, plans, sections, line, grade and construction drawings to ensure work, including: development, construction and production, progresses in a safe manner and follow reporting procedures according to government legislation and company standards.

Date Completed

Trainer's Signature

Trainee's Signature

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- 6406.02 Use layout measuring and reference devices, including: scales, lasers, tapes, plumb lines, protractors, levels, and rulers, to verify work is progressing according to plans and specifications; and follow reporting procedures according to company standards.

Date Completed

Trainer's Signature

Trainee's Signature

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**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
Soft Rock Mining**

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**U6406.0 READ AND FOLLOW MINE LAYOUTS AND SPECIFICATIONS - cont'd**

6406.03 Communicate current status of layout information to employees and others as required, including: engineers/geologists, and other supervisors, to keep all informed of current status of development, construction and production work; and follow reporting procedures according to government legislation and company standards.

Date Completed

Trainer's Signature

Trainee's Signature

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6406.04 Verify development heading is advancing according to mine layout, by checking face mark up, line and grade according to government legislation and company standards.

Date Completed

Trainer's Signature

Trainee's Signature

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6406.05 Verify blasting specifications, including: de-stressing, perimeter, central, bench and development blasting techniques are adhered to as per layout and standard operating procedures; and follow reporting procedures according to government legislation and company standards.

Date Completed

Trainer's Signature

Trainee's Signature

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Employer's Name

Employer's Signature

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**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
Soft Rock Mining**

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**U6407.0 IDENTIFY GEOLOGICAL FEATURES AND SUPERVISE GROUND  
CONTROL INSTALLATIONS**

**GENERAL PERFORMANCE OBJECTIVE**

Identify geological features and supervise ground control installations, by identifying site-specific mineralization; identifying site-specific geological structures; identifying and responding to hazards associated with Degassing, Long Hole, and/or Specialty Drilling; verifying ground control requirements; and ensuring ground support is installed as per specifications according to government legislation, company standards and manufacturer specifications.

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**PERFORMANCE OBJECTIVES**

Trainer's Name (Print)

Trainee's Name (Print)

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**SKILLS**

6407.01 Identify site-specific mineralization (ore or waste) to report changes in mineralization according to company standards.

Date Completed

Trainer's Signature

Trainee's Signature

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6407.02 Identify site-specific geological structures, including: shale, slips, faults, jointing, contacts and fracture systems, to report changes in ground conditions; and to inform workers of associated hazards according to government legislation and company standards.

Date Completed

Trainer's Signature

Trainee's Signature

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**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
Soft Rock Mining**

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**U6407.0 IDENTIFY GEOLOGICAL FEATURES ND SUPERVISE GROUND  
CONTROL INSTALLATIONS - cont'd**

- 6407.03 Identify and respond to hazards associated with Degassing, Long Hole and/or Specialty Drilling, including: gases, methane, hydrogen sulphide, high pressure water and breakthroughs, by ensuring hazards are marked, plugged, plated and guarded; and following reporting procedures according to government legislation and company standards.

Date Completed

Trainer's Signature

Trainee's Signature

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- 6407.04 Verify ground control requirements, by consulting with mine engineering, ground control specialists, geologists, peers, employees and management as required; making recommendations; and following reporting procedures according to government legislation and company standards.

Date Completed

Trainer's Signature

Trainee's Signature

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- 6407.05 Ensure ground support is installed as per specifications, by performing visual inspections; ensuring materials and equipment are available; following installation procedures; ensuring testing processes are followed and recorded, including: torque testing, pull testing, ground movement monitoring and quality control of ground support systems; and following reporting procedures according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

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Employer's Name

Employer's Signature

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**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
Soft Rock Mining**

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**U6408.0 ASSESS, CONTROL AND APPLY VENTILATION SYSTEMS IN  
WORKPLACES**

**GENERAL PERFORMANCE OBJECTIVE**

Assess, control and apply ventilation systems in workplaces, by applying ventilation principles; ensuring ventilation system is operating and maintained; and demonstrating the ability to control and respond to gases according to government legislation, company standards and manufacturer specifications.

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**PERFORMANCE OBJECTIVES**

Trainer's Name (Print)

Trainee's Name (Print)

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**SKILLS**

6408.01 Apply ventilation principles, by ensuring required ventilation for operation of equipment and exposure of employees; identifying oxygen deficient areas; controlling noxious and combustible atmospheres; maintaining ventilation system within work area; making recommendations; and correcting and/or reporting deficiencies according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

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6408.02 Ensure ventilation system is operating and maintained, by checking level fans, vent doors and tubing in area of responsibility; and correcting and/or reporting deficiencies according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

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**COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR - Underground  
Soft Rock Mining**

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**U6408.0      ASSESS, CONTROL AND APPLY VENTILATION SYSTEMS IN  
WORKPLACES - cont'd**

6408.03      Demonstrate the ability to control and respond to airborne contaminants including: methane, carbon monoxide, nitrogen dioxide, hydrogen sulphide, sulphur dioxide, aldehydes, ammonia and blasting gases, by diluting gases to permissible level, using air flow; placing barricades; guarding/restricting area; evacuating employees; maintaining equipment; controlling sources of contaminants; providing personal protective equipment and/or monitoring equipment and following reporting procedures according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

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Employer's Name

Employer's Signature

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